Project 6: Online Housing Information & Finance Services
Work Plan

Activity	Date to be Accomplished	Responsible Entity	X
Attend Orientation Session at DMACC and: Complete project team assignments Complete work plan & project plan Plan and schedule meetings	May 20-21, 1997	All Project Teams Citizen Council Steering Committee IITT Work Groups	X
Determine the outside resources necessary and incorporate into work plan, business plan, and budget	June 1, 1997	Project Teams	X
Identify ways the team will communicate with each other & other interested groups and incorporate into work plan	June 1, 1997	Project Teams	X
Project Plan, Work Plan, and Project Budget Completed (First Version)	June 9, 1997	Project Teams	X
Work Plan Completed (First Version)	June 9, 1997	Project Teams	X
Project Plan & Work Plan sent out to Steering Committee, post on web page	June 13, 1997	SPPG (Amy, Tori, Gina Cheryl)	X
Present Business Plan, Work Plan, & Budget to Steering Committee Quarterly Meeting (morning) -- Committee will provide constructive feedback on project	Week of June 16 or 23, 1997	Steering Committee Project Team Leads SPPG	X
Present Business Plan, Work Plan, & Budget to Citizen Advisory Group Quarterly Meeting (afternoon) -- Council will provide constructive feedback on project	Week of June 16 or 23, 1997	Citizen Council Project Team Leads SPPG	X
Project 6 Team Meeting	June 27, 1997	Team	X
Adjust plans as necessary to reflect comments of Steering Committee and Citizens Council	June 30, 1997	Project Team Lead and SPPG	X
Note changes made in project plan and quarterly report -- and reasons made. We want to track responsiveness to citizen concerns.	June 30, 1997	Project Team Lead and SPPG	X
RFP Development and Selection of vendors to bid. Develop working outline of site.	July 1997	RFP/Design Committee	X
Identify project liaison to attend coordinated focus groups around the state to introduce plans and solicit citizen input (these will be coordinated and lead by SPPG)	Completed by July 15, 1997	SPPG, ITS, Project Lead	X
Project Lead Meeting	July 16, 1997	Lead	X

Workplans for each project completed, with notes reflecting changes made after focus groups	July 25, 1997	Project teams	X
Project 6 Team Meeting	July 25, 1997	Team	X
RFP to Team Members for review	July 28, 1997	RFP Committee	X
Send out final workplans, project plans, and budgets -- describing how they were changed to reflect citizen comments	July 30, 1997	SPPG, Project team leads	X
Monthly project status report due	July 31, 1997	Project team leads, SPPG	X
RFP to ITS for review	August 5, 1997	Project team leads	X
RFP Disbursement	August 12, 1997	RFP Committee	X
Project Lead Meeting	August 20, 1997	Lead	X
Project 6 Team Meeting	August 29, 1997	Team	X
Quarterly project report due	August 31, 1997	Project team leads, SPPG	X
RFP due from vendors	September 12, 1997	RFP Committee	X
Present final plans & status to Steering Committee Quarterly Meeting (morning)	September 1997	Steering Committee, ITS, SPPG, Project Leads	X
Assess project plan's impact on state budget, and provide information to Steering Committee	September, 1997	Project Teams, SPPG	X
Present final plans & status to Citizen Advisory Group Quarterly Meeting (afternoon)	September 1997	Citizen Advisory Group, ITS, SPPG, Project leads	X
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	September 1997	Project team lead, SPPG	X
Project 6 Team Meeting (Vendor selection)	September 26, 1997	Team	X
Project Leads Meeting	September 17, 1997	Lead	X
Monthly status report	September 31, 1997	Project team lead, SPPG	X
Project Leads Meeting	October 15, 1997	Lead	X
Project 6 Team Meeting (Review of site design)	October 31, 1997	Team	X
Monthly project status report due	October 31, 1997	Project teams	X
Project Leads Meeting	November 19, 1997	Lead	X
Project 6 Team Meeting	November 21, 1997	Team	X
Quarterly project status report due	November 30, 1997	Project teams	X
Implementation of site on web	December 1997	Project team	
Present to Steering Committee Quarterly Meeting (morning) on implementation	December 1997	Steering Committee, ITS, Project Team	X

status and progress, and evaluation plans		leads, SPPG	
Present to Citizen Advisory Group Quarterly Meeting (afternoon) on implementation status and progress, and evaluation plans	December 1997	Citizen Advisory Group, ITS, Project Team Leads, SPPG	X
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	December 1997	Project team lead, SPPG	X
Monthly project status report due	December 31, 1997	Project teams	X
Projects implementation must have begun	January 1, 1998	Project teams, consultants	X
Monthly project status report due	January 31, 1998	Project team leads, SPPG	
Construct and Complete Questionnaire	February - April 1998	Iowa State University College of Design	
Data Base Design and Development	February - May 1998	Iowa State University College of Design	
Site Design and Development	February - May 1998	Iowa State University College of Design	
Quarterly project report due	February 28, 1998	Project team leads, SPPG	
Present implementation progress & ongoing evaluation plans to Steering Committee Quarterly Meeting (morning)	March 1998	Steering Committee, ITS, Project leads, SPPG	
Present implementation progress & ongoing evaluation plans to Citizen Advisory Group Quarterly Meeting (afternoon)	March 1998	Citizen Advisory Group, ITS, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	March 1998	Project team lead, SPPG	
Monthly project status report due	March 31, 1998	Project teams	
Testing and Modification of Site	April - June 1998	Iowa State University College of Design	
Maintenance and Continued Data Collection	April - September 1998	Iowa State University College of Design	
Monthly project status report due	April 30, 1998	Project teams	
Quarterly Report due	May 31, 1998	Project team leads, SPPG	
Present progress to Steering Committee Quarterly Meeting (morning)	June 1998	Steering Committee, ITS, Project team leads, SPPG	
Present progress to Citizen Advisory Group Quarterly Meeting (afternoon)	June 1998	Citizen Advisory Group, ITS, Project team leads, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	June 1998	Project team lead, SPPG	
Monthly project status report due	June 30, 1998	Project teams	
ALL Projects fully operational	July 1, 1998	Project teams	

Monthly status report due	July 30, 1998	Project team leads, SPPG	
Monthly project status report due	August 31, 1998	Project teams	
Assess state budget impacts and needs for inclusion in budget/revenue packages	September 1, 1998	Project team leads, SPPG	
Complete final report & presentation package which identifies outcomes and evaluates success - and demonstrates responsiveness to public comments The final plan will show "next steps" and "spin-off projects" -- and will identify implications for state budgeting, processes, and other important issues	September 1, 1998	Project teams, SPPG	
Present final reports to Steering Committee at quarterly meeting (morning)	September, 1998	Steering Committee, ITS, Project leads, SPPG	
Present final reports to Citizen Council at quarterly meeting (afternoon)	September, 1998	Citizen Council, ITS, Project leads, SPPG	

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